

**Draft February AGENDA****California Environmental Education Interagency Network (CEEIN)**

Date: February 17, 2005

Time: 9:30 a.m. to 11:30 a.m.

Location: Resources Agency 15th floor, room 1506-12, "Large Conference Room"

Lead: Annie Kohut Frankel

**BRING YOUR OWN COFFEE**

Note taker:

**BAGELS WILL BE PROVIDED!**

Facilitator: Zori Lozano-Friedrich

Backup Lead:

**AGENDA**

	Item	Lead	Time	Action
1.	<b><u>Check – in and Catch -up</u></b> <ul style="list-style-type: none"> <li>Welcome &amp; Introductions</li> <li>Review Agenda</li> <li>Approve Minutes</li> <li>Update Outstanding Action Items</li> <li>Distribute "What's New in Your World"</li> </ul>	Annie & Zori	<b>9:30 – 9:40</b>	Distribute Sign-In Sheet
2.	<b>National Environmental Education Week</b> <ul style="list-style-type: none"> <li>CEEIN participation</li> </ul>	Kay Antunez	<b>9:40 – 9:50</b>	Info
3.	<b><u>Committee Reports &amp; Discussion</u></b> <b>Administration &amp; Organization</b> <ul style="list-style-type: none"> <li>Membership responsibilities</li> </ul> <b>Communications &amp; Outreach</b> <ul style="list-style-type: none"> <li>Final brochure presentation</li> </ul> <b>Diversity</b>  <b>Leadership &amp; Legislation</b>  <b>Environmentality</b>	Joanne Vorhies/Zori  Carolyn Tucker  Kay  Andrea Lewis  Karen Johnson	<b>9:50 – 10:50</b> 15 min  10 min  10min  10 min  5 min	Discuss  Info
4.	<b>New Business</b> <ul style="list-style-type: none"> <li>CREEC Connections Newsletter</li> <li>CREEC Conference</li> <li>New CREEC Contract with LADPW</li> <li>CEEIN partnerships with CREEC in FY 05-06</li> </ul>	Bill Andrews	<b>10:50 -11:05</b> 15 min	Info/ Discussion
5.	<b>What's New In Your World</b> <ul style="list-style-type: none"> <li>Announcements</li> <li>Is this format working?</li> </ul>	All	<b>11:05 – 11:25</b>	Info
6.	<b>Meeting Wrap-Up</b> <ul style="list-style-type: none"> <li>Clarify Action Items</li> <li>Pending Items/Parking Lot</li> <li>Develop February Meeting Agenda</li> <li>Evaluate Meeting</li> </ul>	Zori	<b>11:25 – 11:30</b>	

- Start and end meetings on time; stay on track on agenda.
- Listen and treat others' opinions with respect.
- Keep commitments to agreements and assignments (i.e., follow-up, time frames, due dates, etc.).
- Make participation in the meeting your priority; keep cell phones on vibrate and only accept emergency calls (outside the meeting room).
- A quorum of 11 CEEIN Members is needed to hold a meeting.
- For major decisions, if consensus can't be reached, the issue will be put to a vote of the CEEIN members present at the following meeting.
- Make a conscious effort to conduct the meeting in an environmentally friendly manner.